

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE

February 12, 2002

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EMS TRANSMISSION: 2/12/02

Instruction Memorandum **No. CA 2002-029**

Expires: 9/30/2003

To: All Field Offices
Attn: Administrative Supervisors and Designated Records Managers

From: Deputy State Director, Support Services

Subject: California Records Management Training **DD: 2/19/02**

Due to a budget deficit related to the Oregon State Office move to a new location, the anticipated Basic Records Management Training will not be held in Portland this fiscal year. The California State Records Manager has scheduled a records training class to be held at the California State Office March 26-28, 2002. The class is intended for BLM California Records Managers who are new to their position or who did not attend the training held in June 2001 at the California State Office. Alternate support positions would also benefit from this class.

It is recommended the following individuals attend the training:

Richard Erickson	CA State Office
Kris Landers	Bishop Field Office
Debra Jeffers	Alturas Field Office
Caroline Crowley	Ukiah Field Office
Jennifer Weiss	Arcata Field Office
Charmaine Christe	CA Desert District
Leta Donohue	Ridgecrest Field Office
Nuvea Santos	Palm Springs Field Office
Stace Hallstrom &/or	
Traci Hallstrom	Redding Field Office.

Administrative Supervisors please contact the State Records Manager, Louise Tichy, by February 19, 2002 to verify the designated Records Manager or a support individual from your office will be attending the training. A draft agenda and information pertaining to accommodations will be forthcoming for attendees. Any questions may be directed to Louise through E-mail or at (916)978-4301.

Signed by:
Annisteen Tate-Cammack
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management